

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 035-12

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: ADMINISTRATIVE CLERK
FSN-1010-06*; FP-8**

OPENING DATE: September 18, 2012

CLOSING DATE: October 1, 2012

WORKING HOURS: FULL-TIME; 40 hours per week

SALARY: Full performance level:

Not-Ordinarily Resident (NOR):

US\$ 30,684 p.a. (Starting Salary); Position Grade: FP-8

(Final grade/salary to be determined by HR/OE –
NEA/EX/HRD)**

Ordinarily Resident (OR): KD 7,073 p.a. (Starting Salary)

Position Grade: FSN-06

*** Actual grade and salary will be based on the qualifications of
the applicant.**

The U.S. Embassy in Kuwait is seeking an individual for the position of an Administrative Clerk in the Regional Technical Office.

Important note:

Ordinarily Resident (OR) applicants must have the required work and/or residence permit to be eligible for consideration. (This applies to all foreign nationals (US and non-US citizens) residing in Kuwait).

All applicants (US citizen and non-US citizens) who are family members of USG employees officially assigned to post and NOT under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

All US Citizens (USEFMs, EFMs, or MOHs as defined below) of US Government Employees assigned to the Mission and under Chief of Mission authority are eligible for consideration. A US Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

TO APPLY

Interested applicants for this position **must** submit the following **or the application will not be considered**.

1. Application for US Federal Employment (DS-174) which is available on the Embassy's site: <http://kuwait.usembassy.gov> and/or
2. A current résumé or curriculum vitae that provides the **same information** as the DS-174 (specifically section 1-24 of the DS-174)
3. Copy of the high school certificate/university degree (per the requirement of the position).
4. Copy of the Civil ID or passport copy including the residence permit page.
5. Candidates who claim US Veterans preference **must** provide a copy of the form DD-214.

SUBMIT APPLICATION **BEFORE THE CLOSING DATE TO:**

Human Resources Office
American Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR Email the application to: HROKuwait@state.gov

Please note that incomplete applications will not be accepted.

BASIC FUNCTION OF THE POSITION

The incumbent of this position serves as the Regional Technical Office's Administrative Assistant, Procurement Agent, Chauffeur, and Vehicle Maintenance Coordinator.

Duties include:

- Fulfill local procurement request in accordance with Government procedures and local market practices to include local market purchases and coordinating with post procurement section.
- Serves as RTO Chauffeur using GOV to transport RTO personnel on official business to and from designated locations.
- Responsible for routine maintenance, fueling, and general repair of the RTO vehicle fleet.
- Provides general administrative support assistance by working with post shipping and transportation, procurement and motor pool sections to ensure RTO requirements are fulfilled.
- Serves as an English/Arabic interpreter.
- Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

1. Completion of High school education.
2. Two years of administrative and procurement experience related work.
3. Level III (good working knowledge) **Speaking/Reading/Writing** English and Arabic.
Language skills will be tested
4. Good working knowledge of Embassy sections and associated procurement/administrative regulations, instructions and procedures.
5. Knowledge of basic accounting procedures to maintain an accurate expense account report.
6. Must possess strong organizational skills and interpersonal skills in order to execute all job functions with little or no supervision.
7. Possession of a valid Kuwaiti drivers' license.
8. Skill in use of Microsoft Outlook, Word and Excel applications.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

Only those qualified applicants will be called for a test/interview.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: October 1, 2012

An equal opportunity Employer

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.